

House District _____

Senate District _____

**THE TWENTY- FOURTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 194-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

☒ GRANT REQUEST - OPERATING☐ GRANT REQUEST - CAPITAL☐ SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

ONCE A MONTH CHURCH

Dba: NORTH SHORE FOOD BANK

Street Address: 66-437 KAMEHAMEHA HWY
#210, HALEIWA, HI 96712Mailing Address: P.O. BOX 117
HALEIWA, HI 96712**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name PASTOR RON VALENCIANA

Title PRESIDENT / DIRECTOR

Phone # (808) 637-3138

Fax # (808) 637-8862

e-mail OAMCHAWAII@aol.com

3. TYPE OF BUSINESS ENTITY:

- ☒ NON PROFIT CORPORATION
☐ FOR PROFIT CORPORATION
☐ LIMITED LIABILITY COMPANY
☐ SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): [REDACTED]

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

SEE ATTACHED PAGE

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 170,000.00

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- ☒ NEW SERVICE (PRESENTLY DOES NOT EXIST)
☐ EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

Rev. Ronald A. Valenciana, Pres.

NAME & TITLE

1/23/08

DATE SIGNED




P.O. Box 117, Hale'iwa, HI 96712 * (808) 637-3138
oamchawaii@aol.com * www.onceamonthchurch.com

Thursday, January 17, 2008

7. Descriptive Title of Applicant's Request

Many homeless individuals and families living on Oahu's North Shore cannot afford to eat regularly. This includes children and teens. Also, many senior citizens on fixed income must decide to eliminate one or two meals a day due to the increasing cost of living. The North Shore Food Bank, an Outreach of the Once A Month Church provides free food to any individual in the community struggling with the ability to purchase food. The problem of homelessness and hunger is increasing and we are setting our goals and ability to solve the hunger problem for low-income families at a higher level. We have presently reached our capacity to purchase, transport, store and effectively distribute free food to the hungry. We now urgently need financial assistance to carry out our God given mandate to see that no one in our community goes to bed hungry. Our organization is in a position to continue fighting hunger in Hawaii. With the state financial assistance we will be able to provide more nourishing food to more hungry souls for a more healthy community.



Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A BRIEF description of the applicant's background;
SEE ATTACHED PAGE
2. The goals and objectives related to the request;
SEE ATTACHED PAGE
3. State the public purpose and need to be served;
SEE ATTACHED PAGE
4. Describe the target population to be served; and
SEE ATTACHED PAGE
5. Describe the geographic coverage.
SEE ATTACHED PAGE

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;
SEE ATTACHED PAGE
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;
SEE ATTACHED PAGE
3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
SEE ATTACHED PAGE
4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the
SEE ATTACHED PAGE

**Once A Month Church
North Shore Food Bank
Grant-in-Aid**

I. Background and Summary

- 1. Since early 2004, the Once A Month Church (OAMC), whose purpose is to feed the hungry, provide care, shelter, clothing and medical care for the homeless and needy, has been conducting monthly outreach services at Hale'iwa Beach Park. There are often 400 or more attendees at this event and an army of passionate volunteers that come from all over the island. The outreach includes the giving away to the homeless and needy donations of cars, bicycles, clothes, school supplies, food bags, toiletries, medical screening, hot cooked meals and numerous social service contacts. The North Shore Food Bank is an Outreach of the Once A Month Church.**
- 2. Once A Month Church and OAMC Outreach plans to expand services to the homeless and needy to include these goals and objectives.**
 - a. Operation: Toybox & Christmas Morning Breakfast for the Homeless and Needy – a Christmas community meal for 800 plus people and gifts for 375 plus teens and children.**
 - b. Operation: Aloha – Thanksgiving community holiday meal for 500 plus homeless and low income people.**
 - c. North Shore Food Bank – twice weekly feeding of hot meals delivered to 200 homeless at the parks. Weekly food distribution , approximately 6,000 food bags to be distributed in 2008.**
- 3. The public purpose of the North Shore Food Bank is to provide nourishing food and other services to the homeless and needy.**

**I. Background and Summary
(con't.)**

- 4. North Shore Food Bank serves various kinds of homeless and needy people, all races and ages.**
- 5. North Shore Food Bank covers Wahiawa, Mokuleia, Waialua, Hale'iwa, Kahuku, Laie, Hauula and often times people from other parts of Honolulu County and Oahu.**

**Once A Month Church
North Shore Food Bank
Grant-in-Aid**

II. Service Summary and Outcomes

- 1. To operate the North Shore Food Bank we have volunteers pick up foods at the Hawaii Food Bank or other organizations, deliver it to a designated OAMC facility, unload and stock. The North Shore Food Bank has 2 volunteers who make food bags for the OAMC functions and they are also responsible for keeping inventory and doing monthly reports. A volunteer for the hot food is also used twice a week.**
- 2. By this time next year we project to feed and give assistance to more than half of the homeless and needy we are serving now.**
- 3. To monitor, evaluate and improve our program, the North Shore Food Bank will have questionnaires asking areas of need and assistance also, ask to comment on how service was provided by the volunteers. The Director, Pastor Ron Valenciana routinely visits homeless campsites for on sight evaluation of needs.**
- 4. The North Shore Food Bank logs every person who has received food or any other assistance. We also have a monthly correspondence and peer review with the Hawaii Food Bank, Honolulu Community Action Program and other organizations. With all these records the North Shore Food Bank can measure effectiveness, achievements and accomplishments.**

measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. *SEE PAGE 4*
2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$42,500.00	\$42,500.00	\$42,500.00	\$42,500.00	\$170,000.00

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

SEE ATTACHED PAGE

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

SEE ATTACHED PAGE

**Once A Month Church
North Shore Food Bank
Grant-in-Aid**

IV. Experience and Capability

- A. The North Shore Food Bank has been distributing food through our outreach programs such as Operation: Aloha (17 yrs.), Operation: Toybox (17yrs.) and Once A Month Church (4 yrs.). Pastor Ron Valenciana, a long time resident of the North Shore community, since 1980 founded and is Director for all these programs. He was awarded "Kamaaina of the Year" by the North Shore Chamber of Commerce in 2002, is a Board Member for Honolulu Community Action Program, and Co-Director of North Shore Houseless Solutions. Pastor Ron also founded the Waialua Drugbusters Program and is a former President of the Waialua Lion's Club.**
- B. North Shore Food Bank shares office and storage space with the North Shore News, 66-437 Kamehameha Hwy. #210, Haleiwa, Hawaii, 96712. Located in the North Shore Village complex which is centrally located in Haleiwa Town. The North Shore Senior Housing, bus stops and the parks are all within walking distance. The North Shore Food Bank is on the second floor and is accessible by elevator to meet ADA requirements. The Waialua Community Association tentatively provides month to month storage for the North Shore Food Bank. North Shore Food Bank also has vehicles that are allowed temporary parking at a private resident on Paalaa Rd. in Haleiwa.**

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

SEE ATTACHED PAGE

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

SEE ATTACHED PAGE

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

N/A

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

N/A

**Once A Month Church
North Shore Food Bank
Grant-in-Aid**

V. Personnel: Project Organization and Staffing

A. Presently volunteers are used to operate the North Shore Food Bank. In the future we plan to have part time and full time staffing. The personnel used to operate the North Shore Food Bank include:

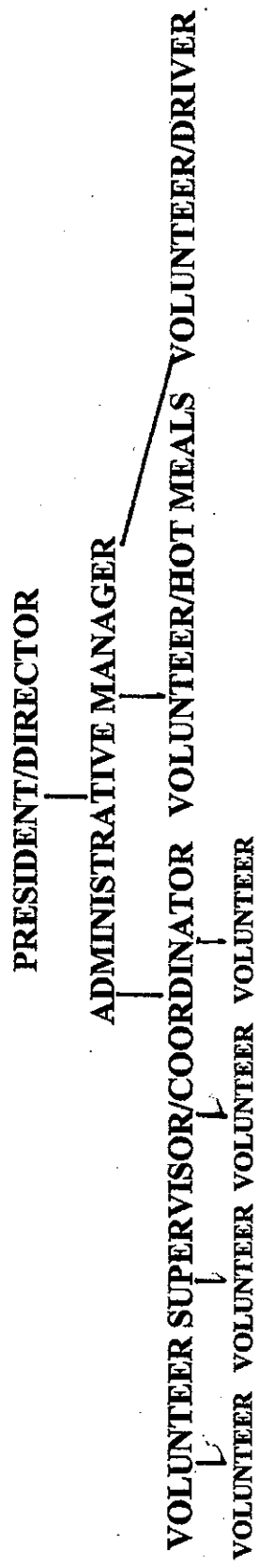
- 1) Administrative Manager: Responsibilities include all reports and correspondence with other agencies and the Director.
Creates budget and keep expenses accordingly to budget. Attends OAMC board meetings, seminars and workshops. Process all data and statistics to report to the board. Keep the program financed and operating.**
- 2) Volunteer Supervisor: Responsibilities include all reports and correspondence with the administrative manager. Training and supervising volunteers. Daily operations of the program and ensures the program is working smoothly. Keeping up the facility, storage of food and inventory.**
- 3) Volunteers: Responsibilities are to assist the volunteer supervisor in all aspects of operations. Make food bags, distribute food to the homeless and needy at the North Shore Food Bank.**
- 4) Volunteer/ Hot Meals: Responsibility includes picking up food where needed. Distributing plates of food to the homeless at area parks and shelters. Reports and corresponds with Director and administrative manger.**

**V. Personnel: Project Organization and Staffing
(con't.)**

- 5. Volunteer/Driver: Responsibilities include maintenance of the North Shore Food Bank vehicles. Pick up, unload and deliver foods.**
- 6. Director: Oversees all aspects of the North Shore Food Bank operations and the North Shore homeless people. Attends OAMC board meetings and other seminars. Attends, promotes and speaks at community meetings.**

Once A Month Church
North Shore Food Bank
Grant-in-Aid

B.



BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2008 to June 30, 2009)

Applicant: ONCE A MONTH CHURCH

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	3000.00			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	5000.00	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	9,000.00			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	9400.00			
5. Staff Training	0			
6. Supplies	36,000.00			
7. Telecommunication	1500.00			
8. Utilities	1500.00			
9 Office Supplies	1500.00			
10 Gas	5000.00			
11 Vehicle Maintenance	10,000.00			
12 Volunteer Petty Cash	2000.00			
13 Advertising	12,000.00			
14 Postage	600.00			
15 Food / Hawaii Food Bank	15,000.00			
16 Equipment Repair	4500.00			
17 Insurance Gen. Liability	12,000.00			
18 Consulting Fee	1000.00			
19 Storage	3000.00			
20 Office Storage Maintenance	1500.00			
TOTAL OTHER CURRENT EXPENSES	125,500.00	0	0	0
C. EQUIPMENT PURCHASES	23,300.00			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	16,200.00			
TOTAL (A+B+C+D+E)	170,000.00	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	170,000.00	Linda Seyler (808) 637-3138		
(b)	0	Name (Please type or print)		
(c)	0	Phone		
(d)	0	1/23/08		
TOTAL REVENUE	\$ 170,000.00	Signature of Authorized Official		
		Date		
		Rev. Ronald A. Valenciano, Pres.		
		Name and Title (Please type or print)		

Applicant: ONCE A MONTH CHURCH

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: ONCE A MONTH CHURCH

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
COMMERCIAL FREEZER	1	3500.00	\$ 3500 -00	3500.00
COMMERCIAL REFRIGERATOR	1	3500.00	\$ 3500 -00	3500.00
HAND TRUCKS / UTILITY CARTS	6	80.00	\$ 4800 -00	4800.00
UTILITY SHELVES	10	80.00	\$ 800 -00	800.00
ELECTRICAL GENERATOR	1	3500.00	\$ 3500 -00	3500.00
TOTAL:				\$16100.00
JUSTIFICATION/COMMENTS: MISC EQUIPMENT \$7200.00				+ 7200.00
				\$ 23,300.00

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: ONCE A MONTH CHURCH

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED							
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS	STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS			
		FY: 2005-2006	FY: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011
PLANS	N/A						
LAND ACQUISITION	N/A						
DESIGN	N/A						
CONSTRUCTION	N/A						
EQUIPMENT	N/A						
TOTAL:							
JUSTIFICATION/COMMENTS:							

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

ONCE A MONTH CHURCH

(Typed Name of Individual or Organization)

[Redacted Signature]
(Signature)

Jan 23, 2018
(Date)

Rev. Ronald A. Valencia
(Typed Name)

President
(Title)

**ONCE A MONTH CHURCH
NORTH SHORE FOOD BANK
#26-0503178**

**GRANT-IN-AID APPLICATION
2008**

2008-05-03